Office Clerk / Receptionist

York Care Centre is one of Atlantic Canada's leading long-term care and senior housing facilities dedicated to providing compassionate and high-quality services to residents.
We are seeking a dedicated Office Clerk/ Receptionist to join our team. The primary purpose of the position is to perform clerical duties which support the day-to-day functions of the facility.

ABOUT THE ROLE

Responsibilities

- Greet visitors and manage front desk operations with professionalism
- Participate in day-to-day scheduling by arranging for staff replacements on a daily and weekly schedule
- Maintain and update residents and nursing home information; e.g. evacuation lists, etc.
- Perform clerical duties and operate office equipment such as computers, fax machine, photocopiers, and communication systems
- Receive telephone calls and redirect to appropriate departments, and distribute internal and external mail
- Receive payments, maintain purchase of meal tickets, maintain petty cash, issue receipts, and manage deposits accordingly
- Support administrative tasks such as scheduling, correspondence, and record keeping
- Communicate with staff, residents, resident families in a courteous and professional manner
- Uphold confidentiality and adhere to organizational policies

ABOUT YOU

Qualifications

- Strong organizational, communications, and teamwork approach
- Ability to handle multi-tasks efficiently
- Proficiency in Microsoft Office Suite
- Experience in health care environment an asset
- Strong customer service orientation
- Graduate of post-secondary/college Administrative program

CHOOSE US?

If you are ready to bring your organizational talents to a caring community that values dedication and professionalism, we invite you to apply now and become a vital part of York Care Centre's team! We provide a competitive salary ($24.68-$26.18 / hour), health benefits, company pension, on-site free parking, and an on-site gym.

Please apply to: humanresources@yorkcarecentre.ca and place **Office Clerk** in the subject line.

We thank all candidates for their interest; however, only those selected for an interview will be contacted.